

Freetown Board of Library Trustees
Minutes of Thursday January 17, 2019
James White Library
7:00 pm

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Ja Brown

Call to order: Chairperson Lucille Rosa called the meeting to order at 7:00 pm.

Present: Irene Ashley, Christine Paiva, Lucille Rosa, Beverly Sadeck, Vince Kyne and Dorothy Stanley-Ballard, Library Director.

Absent: Paul Sadeck

Review of Payroll and Bills: November and December's payroll and bills were reviewed – there were no questions.

Approval of Minutes: Minutes of the November meeting were approved.

Next Meeting: February 21, 2019 at 7:00 pm.

Reports:

Library Director: Dorothy reported that effective today Chelsea's title is now "Senior Librarian". Dorothy noted that an exterminator has been contracted and has been in to address the mice problem (x 2) at the White Library. The cost was \$330 and is guaranteed for 45 days. The three current library policies have been reviewed / updated for 2019. It was suggested that a notice be placed at both libraries making patrons aware that the library has policy books available should patrons have any questions or concerns. Dorothy has completed and submitted the budget to the Town Hall, and she is currently working on the town report. Dorothy is asking for an increase in the budget for oil and electricity due to the increased new hours at the White Library. Hathaway Library is now WiFi connected.

New Business

Dorothy had an update from SAILS- within the year Microsoft to stop supporting Windows7 and they suggest upgrading to Windows10. Dorothy spoke with the Town Administrator and it was determined that the current computers are too old to be upgraded. In total we need 8 new computers. The Town Administrator has authorized the purchase of 6 computers this fiscal year at a cost of \$2,126.56. These computers will have a three- year warranty. Two of these computers will be staff computers and the remaining four computers will be for patrons. In July we will be able to purchase the remaining two computers from the 2020 budget. Dorothy stated that there is mandated ethics training that the staff will be attending in February and

March. Dorothy informed the group that in 2020 she will be retiring and she suggested that the trustees may want to review/ update the current job description for Library Director.

Library Building Program – Lucille to email copy to trustees prior to next meeting for review.

Meeting Adjourned: 7:49pm

Respectfully Submitted

A handwritten signature in cursive script that reads "Beverly Sadeck". The ink is dark and the signature is fluid.

Beverly Sadeck